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MINISTRY OF HOME AFFAIRS

NOTIFICATIONS

New Delhi-11, the 28th September 1962

THE CENTRAL SECRETARIAT SERVICE RULES, 1962

G.S.R. 1306.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and all other powers enabling him in this behalf the President hereby makes the following rules, namely:—

1. Short title and commencement.—(1) These rules may be called the Central Secretariat Service Rules, 1962.

(2) They shall come into force on the 1st October, 1962.

2. Definitions.—In these rules, unless the context otherwise requires,—

(a) “appointing authority” in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1957, to make appointments to that Grade;

(b) “appointed day” means the date on which these rules come into force;

(c) “approved service” in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long-term appointment to the Grade, and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post;

(d) “authorised permanent strength” in relation to any Grade means the strength of permanent unspecified posts in that Grade, against which substantive appointments may be made;

(e) “cadre” means the group of posts in the Grades of Section Officer and Assistant in any of the Ministries or Offices specified in column (2) of the First Schedule and in all the Offices specified against such Ministry or Office in column (3) of that Schedule;

(f) “cadre authority” in relation to any cadre means the Ministry or Office specified in respect of that cadre in column (2) of the First Schedule;

(g) “cadre officer” in relation to the Section Officers' Grade or the Assistants' Grade means a member of the Service of the Section Officers' Grade or Assistants' Grade, as the case may be, and includes a temporary officer approved for long-term appointment to that Grade;

(h) "Commission" means the Union Public Service Commission;

(j) "direct recruit" means a person recruited on the basis of a competitive examination, other than a departmental competitive examination, held by the Commission;

(j) "duty post" in relation to any Grade means a permanent or temporary post of that Grade and shall, in relation to Grade I and the Section Officers' Grade, include the posts specified in columns (2) and (3), respectively, of the Second Schedule in respect of the offices specified in column (1) of that Schedule;

(k) "Grade" means any of the Grades specified in rule 3;

(l) "long-term appointment" means appointment for an indefinite period as distinguished from a purely temporary or *ad hoc* appointment, like appointment against a leave or other local vacancy of a specified duration;

(m) "Ministry" means a Ministry in the Government of India and includes a Department of a Ministry or other Office specified in column (2) of the First Schedule;

(n) "permanent Officer" in relation to any Grade means a person who has been substantively appointed to a substantive vacancy in that Grade;

(o) "probationer" means a direct recruit appointed to a Grade on probation in or against a substantive vacancy;

(p) "Schedule" means a Schedule to these Rules;

(q) "Select List" in relation to the Selection Grade and Grade I or the Section Officers' Grade and the Assistants' Grade means the Select List prepared in accordance with the regulations made under sub-rule (4) of rule 12 or under the regulations contained in the Fourth Schedule, as the case may be;

(r) "Service" means the Central Secretariat Service;

(s) "temporary officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Composition of the Service.—(1) There shall be four Grades in the Service classified as follows, namely:—

Grade	Classification
(i) Selection Grade (Deputy Secretary to the Government of India or equivalent).	} Central Civil Service, Class I
(ii) Grade I (Under Secretary to the Government of India or equivalent).	
(iii) Section Officers' Grade	} Central Civil Service, Class II—Ministerial
(iv) Assistants' Grade	

(2) Notwithstanding anything contained in sub-rule (1), Section Officers who were members of Grade II of the Service known immediately before the appointed day as the "Central Secretariat Service" and who have elected Class I status in the merged Section Officers' Grade of that Service, constituted with effect from the 1st July 1959, shall continue to retain their existing Class I status.

(3) The posts in the Selection Grade, Grade I and the Section Officers' Grade shall be gazetted posts and those in the Assistants' Grade shall be non-gazetted posts.

4. Combined Gradation List of officers of the Selection Grade and Grade I.—There shall be a single combined gradation list in respect of the officers of the Selection Grade and Grade I for all the Ministries or Offices specified in column (2) of the First Schedule and for the Offices specified against such Ministries or Offices in column (3) of that Schedule.

5. Constitution of separate cadres for the Section Officers' and Assistants' Grades.—A separate cadre in respect of the Section Officers' Grade and the Assistants' Grade shall be constituted for each Ministry or Office specified in column (2) of the First Schedule and all the Offices specified against such Ministry or Office in column (3) of that Schedule, and officers of these Grades in each cadre shall be borne on a separate gradation list drawn up for that cadre.

6. Authorised Permanent Strength and Temporary Strength of the Service.—

(1) The authorised permanent strength of the various Grades of the service on the appointed day shall be as specified in the Third Schedule.

(2) After the appointed day, the authorised permanent strength of the various Grades shall be such as may from time to time be determined by the Central Government.

(3) The cadre authority may make temporary additions to a cadre as it may deem necessary from time to time.

7. Exclusion of duty posts from the cadre.—Except in the case of the Selection Grade or Grade I of the Service, any duty post in a Grade may be declared by the cadre authority, with the concurrence of the Ministry of Home Affairs, to be excluded from the cadre—

(i) if such post is required, for the time being, to be filled by the appointment of persons possessing special or technical qualifications or experience; or

(ii) if it is necessary, for the time being, to fill such post by a person other than a cadre officer of the appropriate Grade, and the post shall remain excluded from the cadre so long as such declaration remains in force.

8. Initial Constitution of each cadre.—The permanent and temporary officers of the Section Officers' Grade and the Assistants' Grade in each cadre on the appointed day shall be determined by the Ministry of Home Affairs.

9. Posting of cadre officers.—Every cadre officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

10. Duty posts to be held by cadre officers.—Every duty post in a cadre shall, unless declared to be excluded from the cadre under rule 7, or held in abeyance for any reasons, be held by a cadre officer of the appropriate Grade:

Provided that, subject to such instructions as the Ministry of Home Affairs may from time to time issue, officers of Grade I of the corresponding cadre of the Central Secretariat Stenographers Service who have rendered not less than two years' service in that Grade may be posted to duty posts in the Section Officers' Grade and officers of Grade II of the corresponding cadre of the Central Secretariat Stenographers Service who have rendered not less than five years' service in that Grade may be posted to duty posts in the Assistants' Grade, the period of such appointment in either case being limited to two years. Officers of the corresponding cadre of the Central Secretariat Stenographers Service so appointed to duty posts in the Section Officers' and Assistants' Grades shall continue to draw the grade pay admissible to them in that Service from time to time.

11. Substantive appointments in the Service.—All substantive appointments in the Service shall be made to the appropriate Grade of the Service and not against any specified duty post in that Grade.

12. Recruitment to Selection Grade and Grade I.—(1) Vacancies in the Selection Grade shall be filled by promotion of permanent officers of Grade I who have rendered not less than five years' approved service in that Grade and are included in the Select List for the Selection Grade prepared under sub-rule (4).

Provided that no person included in a later Select List shall be eligible to be appointed to the Grade until all officers included in an earlier Select List have been appointed.

(2) Vacancies in Grade I shall be filled by promotion of permanent officers of the Section Officers' Grade who have rendered not less than ten years' approved service in that Grade and are included in the Select List for Grade I prepared under sub-rule (4):

Provided that no person included in a later Select List shall be eligible to be appointed to the Grade until all officers included in an earlier Select List have been appointed:

Provided further that if any person appointed to the Section Officers' Grade before the appointed day is considered for promotion to Grade I under this sub-rule, all persons senior to him in that Grade before that day shall also be so considered notwithstanding that they may not have rendered ten years' approved service in that Grade:

Provided further that an officer of Grade I of the Central Secretariat Stenographers Service appointed to the Section Officers' Grade against the Stenographers' quota before the appointed day who ranks senior to any of the permanent Section Officers eligible to be considered for promotion to Grade I of the Central Secretariat Service under the second proviso shall also be eligible to be considered for such promotion notwithstanding that he may not have been substantively appointed to the Section Officers' Grade.

(3) Substantive appointments to the Selection Grade and Grade I shall be made in the order of seniority of temporary officers of the respective Grade except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

(4) For the purpose of sub-rules (1) and (2), Select List for the Selection Grade and Grade I shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select Lists shall be such as may be prescribed by regulations made by the Ministry of Home Affairs:

Provided that the regulations relating to the procedure for preparing and revising the Select List for Grade I shall be framed in consultation with the Commission and such Select List shall also be prepared in consultation with them.

(5) Notwithstanding anything contained in sub-rules (1) and (2), any person eligible to be considered for promotion to the Selection Grade under sub-rule (1) or to Grade I under sub-rule (2) may be appointed to a temporary vacancy not exceeding three months, in the Selection Grade or Grade I, as the case may be, if an officer included in the Select List for the relevant Grade is not available or cannot for any reason be appointed to such vacancy.

NOTE 1: For the purpose of this rule, in the case of officers of Grade I of the corresponding cadre of the Central Secretariat Stenographers Service appointed to the Section Officers' Grade in any cadre under sub-rule (3) of rule 13, "approved service" in the Section Officers' Grade shall include the period of approved service in Grade I of the Central Secretariat Stenographers Service.

NOTE 2: In the case of persons included in the Select List for the Section Officers' Grade, "approved service" for the purpose of this rule shall count from the 1st July of the year in which the names of the officers are included in the Select List. In the case of the direct recruits to the Section Officers' Grade, such service shall count from the 1st July of the year following the year of the competitive examination on the results of which they have been recruited, provided that where there is a delay of more than three months in the appointment of any candidate, such delay is not due to any fault on his part.

13. Recruitment to the Section Officers' and the Assistants' Grades.—(1) Subject to the provisions of sub-rule (3), for a period of five years from the appointed day, one-fourth of the substantive vacancies in the Section Officers' Grade in any cadre, and thereafter, one-third of the substantive vacancies in that Grade, shall be filled by direct recruitment on the results of competitive examinations held by the Commission for this purpose from time to time. The remaining vacancies shall be filled by the substantive appointment of persons included in the Select List for the Section Officers' Grade in that cadre. Such appointments shall be made in the order of seniority in the Select List except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn:

(2) Subject to the provisions of sub-rule (4), temporary vacancies in the Section Officers' Grade in any cadre shall be filled by the appointment of persons included in the Select List for the Section Officers' Grade in that cadre. Any vacancies remaining unfilled thereafter shall be filled by the temporary promotion, on the basis of seniority subject to the rejection of the unfit, of permanent officers of the Assistants' Grade who have rendered not less than eight years' approved service in the Grade. Such promotions shall be terminated when persons included in the Select List for the Section Officers' Grade become available to fill the vacancies:

Provided that, if any person appointed to the Assistants' Grade before the appointed day is considered for promotion to the Section Officers' Grade in any cadre, under this sub-rule, all persons senior to him in the Assistants' Grade in that cadre, shall also be so considered notwithstanding that they may not have rendered eight years' approved service in that Grade.

Provided further that, if officers with the prescribed minimum length of approved service or those eligible to be considered for promotion under the first proviso are not available in a cadre for promotion, the appointments shall be made from a panel furnished by the Ministry of Home Affairs, of officers serving in the other cadres.

(3) Out of the authorised permanent strength of the Section Officers' Grade in each cadre, the number of posts in that Grade specified in column (2) of the Fifth Schedule shall be reserved by the cadre authority for the appointment of officers of Grade I of the corresponding cadre of the Central Secretariat Stenographers Service selected on the basis of merit for such appointment.

(4)(a) The Ministry of Home Affairs may, from time to time, specify the number, if any, of duty posts in the Section Officers' Grade to be reserved in any cadre for the temporary appointment of officers of Grade I of the corresponding cadre of the Central Secretariat Stenographers Service.

(b) where an officer of Grade I of the corresponding cadre of the Central Secretariat Stenographers Service appointed to the Section Officers' Grade against the quota referred to in sub-rule (3) or in clause (a) of this sub-rule is not available for holding a duty post in the Section Officers' Grade, such post shall be filled by the temporary appointment thereto of another such officer considered fit for long-term appointment to the Section Officers' Grade.

(5) For the purpose of sub-rules (1) and (2), a Select List for the Section Officers' Grade shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Fourth Schedule.

(6) Seventy five percent of the substantive vacancies in the Assistants' Grade in any cadre shall be filled by direct recruitment on the results of competitive examinations held by the Commission for this purpose from time to time and the remaining vacancies shall be filled by the substantive appointment of persons included in the Select List for the Assistants' Grade in that cadre. Such appointments shall be made in the order of seniority in the Select List except, when for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn:

Provided that for a period of three years from the appointed day, the proportion of substantive vacancies in any cadre reserved for direct recruitment shall be fifty per cent.

(7) Temporary vacancies in the Assistants' Grade in any cadre shall be filled by the appointment of persons included in the Select List for the Assistants' Grade in that cadre. Any vacancies remaining unfilled thereafter shall be filled by the temporary promotion on the basis of seniority subject to the reversion of the unfit, of permanent officers of the Upper Division Grade of the corresponding cadre of the Central Secretariat Clerical Service who have rendered not less than five years' approved service in that Grade. Such promotions shall be terminated when persons included in the Select List for the Assistants' Grade become available to fill the vacancies:

Provided that, if any person appointed to the Upper Division Clerks' Grade before the appointed day is considered for promotion to the Assistants' Grade in any cadre under this sub-rule, all persons senior to him in the Upper Division Grade in that cadre shall also be so considered notwithstanding that they may not have rendered five years' approved service in that Grade:

Provided further that, if officers with the prescribed minimum length of approved service or those eligible to be considered for promotion under the first proviso are not available for promotion in a cadre, the appointments shall be made from a panel furnished by the Ministry of Home Affairs, of officers serving in the other cadres.

(8) For the purpose of sub-rules (6) and (7), a Select List for the Assistants' Grade shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Fourth Schedule.

(9) The rules for the competitive examinations referred to in sub-rules (1) and (6) shall be as determined by regulations made by the Ministry of Home Affairs and the allotment of candidates from the results of such examinations shall be made by that Ministry to the Section Officers' Grade and by the Commission to the Assistants' Grade, in each cadre.

(10) The length of approved service for promotion to the Section Officers' Grade prescribed in sub-rule (2) and to the Assistants' Grade prescribed in sub-rule (7) may be reviewed by the Ministry of Home Affairs once every three years and revised, if found necessary.

14. Power to make temporary appointments against substantive vacancies.—A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade until it is filled in accordance with the provisions governing substantive appointments.

15. Probation.—(1) Every direct recruit to the Section Officers' Grade or the Assistants' Grade shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person other than a direct recruit shall, when first appointed to a Grade, be on 'trial' for a period of two years from the date of such appointment.

(3) The period of probation or trial specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation or trial shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(4) During probation or trial, a member of the Service may be required to undergo such training and to pass such tests as the Ministry of Home Affairs may, from time to time, prescribe.

16. Confirmation of probationers.—When a probationer appointed to any Grade has passed the prescribed tests and has completed his probation to the satisfaction of the appointing authority, he shall be eligible for confirmation in that Grade. Until a probationer is confirmed under this rule or is discharged or reverted under rule 17, he shall continue to have the status of a probationer.

17. Discharge or reversion of probationers.—(1) A probationer who has no lien on any post under the Central Government or any State Government shall be liable to be discharged from the Service at any time without notice if,—

(i) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the service; or

(ii) if on the receipt of any information relating to his nationality, age, health, or antecedents, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) A probationer who holds a lien on a post under the Central Government or any State Government may be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) A probationer who is not considered suitable for confirmation at the end of the period of probation prescribed in sub-rule (1) of rule 15 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) of sub-rule (2), as the case may be.

(4) A member of the Service on "trial" in any Grade who is not considered suitable for continuance in that Grade during or at the end of the period of trial prescribed in the sub-rule (2) of rule 15 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to the next lower grade.

18. Seniority.—(1) The relative seniority of members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day:

Provided that, if the seniority of any such officer had not been specifically determined before that day, it shall be as determined by the Ministry of Home Affairs.

(2) Subject to the provisions of sub-rule (5), all permanent officers included in the initial constitution of a Grade under rule 8 shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade with effect from any date after the appointed day.

(3) Except as provided in sub-rules (4), (5) and (6), the seniority of persons appointed to any Grade after the appointed day shall be determined in the following manner, namely:

I. Selection Grade and Grade I—

(i) *Permanent Officers.*—The seniority *inter se* of officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed.

(ii) *Temporary Officers.*—The seniority *inter se* of temporary officers appointed to the Grade after the appointed day shall be regulated by the order in which their names are included in the Select List for the Grade.

II. Section Officers' Grade and Assistants' Grade—

(i) *Permanent Officers.*—(a) Direct recruits shall be ranked *inter se* in the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

(b) Persons appointed substantively to the Grade from the Select List for the Grade shall be ranked *inter se* according to the order in which they are so appointed.

(c) The relative seniority of direct recruits to a Grade and persons substantively appointed to the Grade from the Select List for the Grade shall be regulated in accordance with the provisions made in this behalf in the Fourth Schedule.

(ii) *Temporary or Officiating Officers.*—Persons included in the Select List for the Grade shall rank *inter se* in the order in which they are included in the Select List and shall rank senior to all other temporary officers in the Grade who shall rank *inter se* in the order in which they are approved for long-term appointment to the Grade.

(4) All officers substantively appointed to any Grade shall rank senior to those holding temporary or officiating appointments in that Grade.

(5) A Grade I Officer of the Central Secretariat Stenographers Service appointed to the Section Officers' Grade, under sub-rule (3) or sub-rule (4) of rule 13 shall, for the purpose of determining his seniority in the Section Officers' Grade, be deemed to have been appointed to that Grade from the date on which he was, after selection, according to prescribed procedure for such appointment on a long-term basis, appointed to Grade I of the Central Secretariat Stenographers Service, and his seniority in the Section Officers' Grade shall be determined as follows, namely:—

(a) If he has been appointed substantively to that Grade under sub-rule (3) of rule 13, he shall be assigned seniority in that Grade below all permanent officers of the Grade appointed thereto from the seniority quota in the Select List for the Section Officers' Grade and having the same or greater length of approved service in that Grade.

(b) If he has been appointed to the Section Officers' Grade under sub-rule (4) of rule 13, he shall be assigned seniority in that Grade below all temporary officers appointed to that Grade from the seniority quota of the Select List for the Section Officers' Grade and having the same or greater length of approved service in that Grade:

Provided that the seniority *inter se* of such officers of Grade I of the Central Secretariat Stenographers Service in the Section Officers' Grade shall be in the order of their selection for appointment to the Section Officers' Grade, those selected earlier being senior to those selected later.

(6) The seniority of a member of the Service transferred from one cadre to another under the second proviso to sub-rule (2) or the second proviso to sub-rule (7), of rule 13 or under rule 21, shall be determined in accordance with regulations made by the Ministry of Home Affairs.

19. Pay.—The scales of pay attached to the various Grades of the Service shall be as follows, namely :—

(i) Selection Grade : Rs. 1,100—50—1,300—60—1,600—100—1,800

(Note: The pay of an officer of Grade I of the Service promoted to the Selection Grade shall be fixed at such stage in this scale as shall give him an increase of not less than Rs. 150 over his pay in Grade I).

(ii) Grade I Rs. 900—50—1,250.

(iii) Section Officers' Grade Rs. 350—25—500—30—590—E.B.—30—800—E.B.—30—830—35—900.

(Note: An officer of the Assistants' Grade promoted to the Section Officers' Grade shall be allowed a minimum initial pay of Rs. 400 in this scale).

(iv) Assistants' Grade. Rs. 210—10—270—15—300—E.B.—15—450—E.B.—20—530 :

Provided that officers appointed to any Grade before 1st July 1959 shall be entitled to draw pay in the scale of pay admissible to them in accordance with the provisions of the Central Civil Services (Revised Pay) Rules, 1960.

20. Regulation of Pay.—(1) The pay and increments of officers of the various Grades shall be regulated in accordance with the Fundamental Rules or other similar Rules relating to pay, for the time being in force :

Provided that an officer of the Assistants' Grade who does not, within a period of two years from the date of his appointment to that Grade, pass a typewriting test held by the Commission at the minimum speed prescribed for this purpose shall not, unless exempted by a special or general order, be entitled to draw any further increment in the Grade until he passes such test; and on his passing, or being exempted from the test, his pay shall be re-fixed as if his increments had not been withheld under this proviso, but no arrears of pay shall be allowed for the period the increments had been withheld.

(2) The pay of a probationer in a Grade may, on his completing each year of probation to the satisfaction of the appointing authority and passing the prescribed periodic tests, be raised by one stage in the time scale.

21. Inter-cadre transfers.—The Ministry of Home Affairs may transfer a cadre officer of any Grade from one cadre to another.

22. Constitution of new cadres.—(1) New cadres of the Service may be constituted after the appointed day, by—

- (i) splitting up an existing cadre into two or more cadres;
- (ii) combining two or more existing cadres into one; or
- (iii) combining staff drawn partly from two or more cadres.

(2) The authorised permanent strength and the permanent and temporary officers in each Grade in any new cadre constituted under sub-rule (1), as well as the relative seniority of these officers on such constitution, shall be as determined by the Ministry of Home Affairs.

(3) After a new cadre has been constituted under sub-rule (1) and its initial constitution determined under sub-rule (2), all the other provisions of these rules shall apply to such cadre.

23. Regulations.—The Ministry of Home Affairs may make regulations, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.

24. Residuary matters.—In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Central Civil Services in general.

25. Removal of difficulties and power of Ministry of Home Affairs to act in special contingencies.—(1) The Ministry of Home Affairs may from time to time issue such general or special directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules.

(2) In the event of a large number of officers of any Grade being rendered surplus on account of reduction of establishment in, or the abolition of a cadre, or on account of any schemes of administrative reform or reorganisation, the Ministry of Home Affairs may issue special directives to the cadre authorities regarding the absorption of such surplus officers and the cadre authorities shall comply with such special directives.

26. Interpretation.—Where any doubt arises as to the interpretation of any of the provisions of these rules, or the regulations made thereunder, the matter shall be referred to the Central Government whose decision thereon shall be final.

FIRST SCHEDULE ;

Names of the Ministries/Offices to which the Central Secretariat Service Rules, 1962, apply

[See RULES 2(B), 2 (F) AND 5]

Serial No. #	Ministry/Office	Other Offices to whom the Rules apply
(1)	(2)	(3)
1.	Commerce & Industry (including Branch Secretariat, Bombay).	(i) All India Handicrafts Board. (ii) Chief Controller of Imports & Exports. (iii) Development Commissioner, Small Scale Industries. (iv) Development Wing. (v) Economic Adviser to the Government of India.
2.	Department of Company Law Administration.	
3.	Community Development, Panchayati Raj & Co-operation. (Department of Community Development & Panchayati Raj & the Department of Co-operation).	
4.	Defence	
5.	Education	
6.	Finance (Department of Expenditure) (including Defence Division).	
7.	Finance (Department of Economic Affairs).	Department of Insurance, Simla.
8.	Finance (Department of Revenue)	
9.	Food & Agriculture (Department of Agriculture).	(i) Directorate of Economics & Statistics, (ii) Directorate of Marketing & Inspection, Nagpur. (iii) Directorate of Plant Protection, Quarantine & Storage. (iv) Indian Council of Agricultural Research.
10.	Food & Agriculture (Department of Food)	Directorate of Sugar & Vanaspathi.
11.	Health	Directorate General of Health Services.

Serial No.	Ministry/Office	Other Offices to whom the Rules apply
1	2	3
12.	Home Affairs	(i) Cabinet Secretariat (Department of Cabinet Affairs). (ii) Cabinet Secretariat (Department of Statistics, excluding the Industrial Statistical Wing Calcutta). (iii) Cabinet Secretariat (Department of Special Economic Co-ordination). (iv) Prime Minister's Secretariat. (v) Office of the Commissioner for Scheduled Castes & Scheduled Tribes. (vi) Directorate of Co-ordination (Police Wireless). (vii) Office of the Registrar General of India. (viii) Office of the Inspector General of Police, Special Police Establishment. (ix) Secretariat Training School.
13.	Information & Broadcasting	(i) Directorate of Advertising & Visual Publicity. (ii) Directorate General, All India Radio. (iii) Press Information Bureau. (iv) Publications Division. (v) Office of the Registrar of Newspapers for India.
14.	Irrigation & Power	(i) Central Water & Power Commission (Power Wing), Simla. (ii) Central Water & Power Commission (Water Wing), New Delhi.
15.	Labour & Employment	(i) Office of the Chief Adviser, Factories. (ii) Office of the Chief Labour Commissioner (Central), New Delhi. (iii) Directorate General, Employment & Training. (iv) Labour Bureau, Simla.
16.	Law (Department of Legal Affairs and the Legislative Department).	
17.	Mines & Fuel	
18.	Scientific Research & Cultural Affairs	Office of the Director General of Archaeology.
19.	Steel & Heavy Industries (Departments of Iron & Steel and Heavy Industries).	
20.	Transport & Communications (Departments of Communications & Civil Aviation).	(i) Directorate General of Civil Aviation. (ii) Directorate General of Posts & Telegraphs.
21.	Transport & Communications (Department Transport).	
22.	Works, Housing & Supply (Departments of Works, Housing & Supply and Rehabilitation).	(i) Office of the Chief Engineer, C.P.W.D. (ii) Office of the Chief Controller of Printing & Stationery. (iii) Directorate General of Supplies & Disposals. (iv) Directorate of Estates. (v) National Buildings Organisation.
23.	Planning Commission (Including Programme Evaluation Organisation).	
24.	Union Public Service Commission.	

SECOND SCHEDULE

[See RULE 2 (j)]

Designations of posts other than those of Under Secretary to the Government of India and of Section Officer, included as "duty posts" in grade I and the Section Officers' Grade respectively, of the Central Secretariat Service

Name of Office	Designations of posts included in Grade I	Designations of posts included in the Section Officers' Grade
(1)	(2)	(3)
<i>Ministry of Commerce & Industry—</i>		
(i) All India Handicrafts Board	..	Office Secretary.
(ii) Chief Controller of Imports & Exports.	Deputy Chief Controller of Imports & Exports.	Controller Assistance Controller.
(iii) Development Commissioner, Small Scale Industries.	Deputy Director (Administration).	Assistant Director (Administration).
(iv) Development Wing	Deputy Director	Assistant Director.
(v) Economic Adviser to the Government of India.	..	Administrative Officer.
<i>Ministry of Food & Agriculture (Department of Agriculture)—</i>		
(i) Directorate of Marketing & Inspection, Nagpur.	..	Administrative Officer.
(ii) Directorate of Plant Protection, Quarantine and Storage.	Chief Administrative Officer	Administrative Officer.
(iii) Indian Council of Agricultural Research.	Under Secretary, I.C.A.R.	..
<i>Ministry of Food & Agriculture, (Department of Food)—</i>		
(i) Main Department	..	Administrative Officer, Army Purchase Organisation.
(ii) Directorate of Sugar & Vanaspathi.	..	Administrative Officer.
<i>Ministry of Health—</i>		
Directorate General of Health Services.	Deputy Director (Administration)	..
<i>Ministry of Home Affairs—</i>		
(i) Cabinet Secretariat (Department of Cabinet Affairs).	Assistant Director	..
(ii) Cabinet Secretariat (Department of Statistics).	..	Administrative Officer.
(iii) Directorate of Co-ordination (Police Wireless).	..	Administrative Officer.
(iv) Secretariat Training School	Instructor	Instructor.
(v) Office of the Inspector General of Police, Special Police Establishment.	..	Administrative Officer.
(vi) Office of the Commissioner for Scheduled Castes & Scheduled Tribes.	Assistant Commissioner	..

Name of Office	Designations of posts included in Grade I	Designations of posts included in the Section Officers' Grade
(1)	(2)	(3)
<i>Ministry of Information and Broadcasting—</i>		
(i) Directorate General, All India Radio.	Deputy Director (Administration).	Assistant Director ; Assistant Development Officer (Administration) ; Co-ordination Officer Planning.
(ii) Press Information Bureau	Assistant Principal Information Officer.	Administrative Officer ; Superintendent.
(iii) Publications Division	Deputy Director (Administration).	..
(iv) Directorate of Advertising & Visual Publicity.	Deputy Director (Administration).	..
<i>Ministry of Irrigation and Power—</i>		
(i) Central Water & Power Commission (Power Wing), Simla.	Administrative Officer.	..
(ii) Central Water & Power Commission (Water Wing)	Administrative Officer.	..
<i>Ministry of Labour & Employment—</i>		
(i) Directorate General of Employment & Training.	Under Secretary	..
(ii) Office of the Chief Labour Commissioner (Central).	..	Assistant Labour Commissioner.
<i>Ministry of Law—</i>		
Election Commission	Under Secretary	..
<i>Ministry of Scientific Research & Cultural Affairs—</i>		
Office of the Director General of Archaeology.	..	Superintendent.
<i>Ministry of Transport & Communications (Departments of C. & C. A.)—</i>		
(i) Directorate General of Posts & Telegraphs.	Assistant Director General; Secretary, Posts & Telegraphs Subordinate Service Selection Board.	Assistant Secretary, Posts & Telegraphs Board.
(ii) Directorate General of Civil Aviation.	Assistant Director (Administration).	..
<i>Ministry of Works, Housing and Supply (Department of Works, Housing and Supply)—</i>		
Main Ministry	..	Assistant Vigilance Officer.

Name of Office (1)	Designations of posts included in Grade I (2)	Designations of posts include in the Section Officers' Grade (3)
(ii) Central Public Works Department.	Deputy Director (Administration).	..
(iii) Office of the Chief Controller of Printing and Stationery.	Deputy Controller (Administration).	Assistant Controller.
(iv) Directorate General, Supplies & Disposals.	Deputy Director; Vigilance Officer.	..
(v) Directorate of Estates	Deputy Director	Assistant Estate Officer; Estate Managers, Bombay and Calcutta.
Union Public Service Commission—	Under Secretary	..

THIRD SCHEDULE

Authorised permanent strength of the various Grades of the Central Secretariat Service on the appointed day.

[See Rule 6(1)]

A. Selection Grade and Grade I

Grade	Authorised permanent strength.
Selection Grade	46 (including one Supernumerary).
Grade I	375

B. Section Officers' and Assistants' Grades

Cadre	Authorised permanent strength	
	Section Officers' Grade	Assistants' Grade
Ministry of Commerce and Industry	202	387
Department of Company Law Administration	11	33
Ministry of Community Development, Panchayati Raj & Co-operation	14	41
Ministry of Defence	46	193
Ministry of Education	40	132
Ministry of Finance (Expenditure including Defence Division)	110	373
Ministry of Finance (Economic Affairs)	53	132
Ministry of Finance (Revenue)	41	157
Department of Agriculture	73	208
Department of Food	63	210
Ministry of Health	49	147
Ministry of Home Affairs	111	426
Union Public Service Commission	33	132
Ministry of Information & Broadcasting	64	182
Ministry of Irrigation & Power	38	96
Ministry of Labour & Employment	38	105
Ministry of Law	8	33
Ministry of Mines & Fuel	23	67
Ministry of Scientific Research & Cultural Affairs	34	116
Ministry of Steel and Heavy Industries	21	46
Department of Communications & Civil Aviation	88	255
Department of Transport	31	89
Ministry of Works, Housing and Supply	189	612
Planning Commission	20	78

FOURTH SCHEDULE

[See RULES 13(5) AND 13(8)]

Regulations for the constitution and maintenance of the Select Lists for the Section Officers and Assistants' Grades of the Central Secretariat Service.

1. Constitution.—Officers borne on the Regular Temporary Establishment of the respective Grades immediately before the appointed day and allotted to a cadre under rule 8 shall form the Select List for the concerned Grade for that cadre, on such date.

A—Section Officers' Grade

2. Maintenance.—(1) Additions to the Select List for the Section Officers' Grade in any cadre after its constitution under regulation 1 shall be made in such numbers as the cadre authority may determine from time to time keeping in view the existing and anticipated vacancies, in equal proportions from—

- (a) permanent officers of the Assistants' Grade in that cadre who have rendered not less than eight years' approved service in that grade in the order of their seniority, subject to the rejection of the unfit; and
- (b) persons selected on the results of the limited departmental competitive examinations held by the Commission for this purpose, from time to time, in the order of their merit.

Persons of the two categories referred to above shall be included in the Select List by taking alternately one person from category (a) and one from category (b), and so on, in that order:

Provided that, for a period of five years, the additions to the Select List in any cadre shall be made in equal proportions from the following three categories, namely:—

- (a) Permanent Officers of the Assistants' Grade in that cadre who have rendered not less than 8 years' approved service in that Grade, in the order of their seniority, subject to the rejection of the unfit;
- (b) Persons selected on the results of the limited annual departmental competitive examination, in the order of their merit; and
- (c) such of the left-over candidates of the Assistant Superintendents (Regular Temporary Establishment) Examinations held in 1959 and 1960, as may be declared eligible for inclusion in the Select List after the coming into force of the rules, in accordance with the special orders to be issued in this behalf by the Ministry of Home Affairs in consultation with the Commission.

Persons of these three categories shall be included in the Select List by taking alternately one person from category (a), one from category (b) and one from category (c), and so on, in that order.

(2) The rules for the limited departmental competitive examinations referred to in clause (1) above shall be as determined by regulations made by the Ministry of Home Affairs, and the allotment of candidates from the results of these examinations to the various cadres shall also be made by that Ministry.

B—Assistants' Grade

Additions to the Select List for the Assistants' Grade in any cadre, after its constitution under regulation 1, shall be in such numbers as the cadre authority may determine from time to time keeping in view the existing and anticipated vacancies, and shall be made from permanent officers of the Upper Division Grade of the corresponding cadre of the Central Secretariat Clerical Service who have rendered not less than five years' approved service in that Grade in the order of their seniority subject to the rejection of the unfit.

3 Seniority.—(1) Officers included in the Select List for a Grade constituted under regulation 1 shall be senior to those included therein after such constitution.

(2) Officers included in the Select List under regulation 2 shall rank *inter se* in the order in which they are included in the Select List.

(3) Direct recruits to a Grade and persons substantively appointed to the Grade from the Select List for that Grade shall be assigned seniority *inter se* according to the quotas of substantive vacancies in the Grade reserved for direct recruitment and the appointment of persons included in the Select List, respectively.

Illustration.

Where 75 per cent. of the substantive vacancies in a Grade are reserved for the appointment of persons included in the Select List for the Grade and 25 per cent. for direct recruitment, each direct recruit shall be ranked in seniority below three persons substantively appointed from the Select List. Where the quotas are 50 per cent. each, every direct recruit shall be alternately ranked below one person appointed from the Select List. If, however, for any reason a direct recruit or a person substantively appointed to the Grade from the Select List ceases to hold the appointment in the Grade or quits the Service, etc., the seniority list shall not be re-arranged merely for the purpose of ensuring the proportions referred to.

4. Removal of names from the Select List.—(1) Subject to the exceptions made under clause (3), an officer included in the Select List for a Grade shall continue to be included in the Select List till he is substantively appointed to that Grade.

(2) Officers included in the Select List for a Grade who cannot be appointed to that Grade or who are reverted therefrom for want of vacancies will continue to be included in the Select List and retain the seniority assigned to them in the List.

(3) The names of persons of the following categories shall be removed from the Select List—

- (a) persons substantively appointed to the concerned Grade;
- (b) persons transferred to another service or post;
- (c) persons who die or retire from service or whose services are otherwise terminated; and
- (d) (i) persons officiating in the respective Grade beyond the period of trial specified in rule 15, who are reverted therefrom as a result of a departmental enquiry or proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1957; or
- (ii) persons who, either during or at the end of the period of trial in the respective Grade prescribed in rule 15, are reverted therefrom under sub-rule (4) or rule 17, on the ground of unfitness to continue in that Grade; or
- (iii) persons not yet promoted on trial to the respective Grade, who on an annual review of the Select List are found, because of deterioration in their record and/or conduct since inclusion in the list, to have fallen below the required standard:

Provided that the removal of the name of a person in any of the categories mentioned above who has been included in the Select List on the results of the limited departmental competitive examination referred to in paragraph 2 shall be made in consultation with the Commission.

FIFTH SCHEDULE

[See rule 13(3)]

Number of posts in the Section Officers' Grade in each cadre reserved for the appointment of officers of Grade I of the corresponding cadre of the Central Secretariat Stenographers Service.

Cadre	No. of posts in the Section Officers' Grade reserved for the appointment of officers of Grade I of the corresponding cadre of the C.S.S.S.
(1)	(2)
Ministry of Commerce & Industry	2
Department of Company Law Administration	1
Ministry of Community Development, Panchayati Raj & Co-operation	

(1)	(2)
Ministry of Defence	2
Ministry of Education	1
Ministry of Finance (Expenditure Including Defence Division)	2
Ministry of Finance (Economic Affairs)	1
Ministry of Finance (Revenue)	1
Department of Agriculture	2
Department of Food	1
Ministry of Health	1
Ministry of Home Affairs	5
Union Public Service Commission	1
Ministry of Information & Broadcasting	1
Ministry of Irrigation & Power	2
Ministry of Labour & Employment	1
Ministry of Law	2
Ministry of Mines & Fuel	1
Ministry of Scientific Research & Cultural Affairs	1
Ministry of Steel and Heavy Industries	1
Departments of Communications & Civil Aviation	1
Department of Transport	1
Ministry of Works, Housing & Supply	1
Planning Commission	3

[No. 60/61-I.C.S.(A).]

THE CENTRAL SECRETARIAT STENOGRAPHERS SERVICE RULES, 1962

G.S.R. 1307.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and all other powers enabling him in this behalf, the President hereby makes the following rules, namely:—

1. Short title and commencement.—(1) These rules may be called the Central Secretariat Stenographers Service Rules, 1962.

(2) They shall come into force on the 1st October, 1962.

2. Definitions.—In these rules, unless the context otherwise requires.—

(a) "appointing authority" in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1957, to make appointments to that Grade;

(b) "appointed day" means the date on which these rules come into force;

(c) "approved service" in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long-term appointment to the Grade, and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post;

(d) "authorised permanent strength" in relation to any Grade of a cadre means the strength of permanent unspecified posts in that Grade and cadre, against which substantive appointments may be made;

(e) "cadre" means the group of posts included in the Grades mentioned in rule 3 in any Ministry or office specified in column (2) of the First Schedule and in all the Offices specified against it in column (3) of that Schedule;

(f) "cadre authority" in relation to any cadre means the Ministry or Office specified in respect of that cadre in column (2) of the First Schedule;

(g) "cadre officer" in relation to any Grade of the Service means a member of the Service of that Grade, and includes a temporary officer approved for long-term appointment to that Grade;

(h) "Commission" means the Union Public Service Commission;

(i) "direct recruit" means a person recruited to a Grade on the basis of a competitive examination held by the Commission;

(j) "duty post" in relation to any Grade means a permanent or temporary post of that Grade in any cadre;

(k) "Grade" means any of the grades specified in rule 3;

(l) "long-term appointment" means appointment for an indefinite period as distinguished from a purely temporary or *ad hoc* appointment, like appointment against leave or other local vacancy of a specified duration;

(m) "Ministry" means a Ministry in the Government of India and includes a Department of a Ministry or other Office specified in column (2) of the First Schedule;

(n) "permanent officer" in relation to a Grade means a person who has been substantively appointed to a substantive vacancy in that Grade;

(o) "probationer" means a direct recruit appointed to Grade II on probation in or against a substantive vacancy;

(p) "Schedule" means a Schedule to these rules;

(q) "Service" means the Central Secretariat Stenographers Service;

(r) "temporary officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Composition of the Service.—(1) There shall be two Grades in the Service classified as follows:—

Grade	Classification
(1) Grade I	} Central Civil Service. } Class II—Ministerial.
(2) Grade II	

(2) The posts specified in the Second Schedule shall constitute Grade I of the Service. All other posts of stenographers shall, unless provision to the contrary is made for any specified post, form Grade II of the Service.

(3) The posts in Grade I shall be gazetted posts and those in Grade II shall be non-gazetted posts.

4. Constitution of separate cadres.—A separate cadre in respect of the two Grades of the Service shall be constituted for each Ministry or Office specified in column (2) of the First Schedule and all the offices specified against such Ministry or Office in column (3) of that Schedule, and officers of these Grades in each cadre shall be borne on a separate gradation list drawn up for that cadre.

5. Authorised Permanent Strength, and Temporary Strength of the Service.—

(1) The authorised permanent strength of the two Grades of the Service in each cadre on the appointed day shall be as specified in the Third Schedule.

(2) After the appointed day, the authorised permanent strength of the two Grades in each cadre shall be such as may, from time to time, be determined by the Central Government.

(3) The cadre authority may make temporary additions to a cadre as found necessary from time to time.

(4) A post of Private Secretary to Deputy Minister or Assistant Private Secretary to Minister, when held by an officer of Grade I of the Service, may be declared by the cadre authority to be a temporary addition to the strength of that Grade in the cadre so long as it is so held by that officer.

(5) If, and for so long as, one or more posts of First Personal Assistant to the Minister in any cadre or of First Personal Assistant to Member, Planning Commission, are filled by the appointment of persons other than members of the Service or by officers of Grade II of the Service who are not approved for promotion to Grade I or, if approved for promotion to that Grade, not due for such promotion, a corresponding number of Grade II posts of the Service in that cadre shall be temporarily upgraded to Grade I.

6. Exclusion of duty posts from the cadre.—Any duty post in a Grade may be declared by the cadre authority, with the concurrence of the Ministry of Home Affairs, to be excluded from the cadre—

- (i) if such post is required, for the time being, to be filled by the appointment of persons possessing special qualifications or experience; or
- (ii) if it is necessary, for the time being, to fill such post by a person other than a cadre officer of the appropriate Grade,

and the post shall remain excluded from the cadre so long as such declaration remains in force.

7. Initial Constitution of each cadre.—The permanent and temporary officers of each Grade in each cadre on the appointed day shall be as determined by the Ministry of Home Affairs.

8. Posting of cadre officers.—Every cadre officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

9. Duty posts to be held by cadre officers.—Every duty post in a cadre shall, unless declared to be excluded from the cadre under rule 6 or held in abeyance for any reason, be held by a cadre officer of the appropriate Grade:

Provided that, subject to such instructions as the Ministry of Home Affairs may issue from time to time, officers of the Section Officers' Grade of the corresponding cadre of the Central Secretariat Service may be appointed to duty posts in Grade I of the Service and when so appointed they shall continue to draw the grade pay admissible to them from time to time in their own Service.

10. Substantive appointments in the Service.—All substantive appointments shall be made to the appropriate Grade of the Service and not against any specified duty post in that Grade.

11. Recruitment to Grade I of the Service.—(1) Vacancies in Grade I of the Service shall be filled by promotion on the basis of merit of permanent officers of Grade II who have rendered not less than 8 years' approved service in that Grade:

Provided that, if any person appointed to Grade II before the appointed day is considered for promotion to Grade I in any cadre in accordance with the provisions of this sub-rule, all persons senior to him in Grade II in that cadre shall also be so considered notwithstanding that they may not have rendered eight years' approved service in that Grade:

Provided further that, if officers with the prescribed minimum length of approved service or those eligible to be considered for promotion under the first proviso are not available in a cadre for promotion, the appointments shall be made from a panel furnished by the Ministry of Home Affairs, of such persons serving in the other cadres.

(2) Substantive appointments to substantive vacancies in the Grade shall be made in the order of seniority of temporary officers of the Grade except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

(3) The procedure to be adopted for making the selections referred to in sub-rule (1), shall be such as may be prescribed by regulations made by the Ministry of Home Affairs.

(4) The length of approved service for promotion to Grade I prescribed in sub-rule (1) may be reviewed by the Ministry of Home Affairs once every three years and revised if found necessary.

12. Recruitment to Grade II of the Service.—(1) Vacancies in Grade II of the Service shall be filled by direct recruitment on the basis of competitive examinations held for the purpose by the Commission.

(2) The Central Government may by order specify the number of vacancies in Grade II of the Service to be filled permanently or temporarily on the results of any examination referred to in sub-rule (1).

(3) Substantive appointments to substantive vacancies in the Grade other than those to be permanently filled in pursuance of any order made under sub-rule (2) shall be made in the order of seniority of temporary officers of the Grade except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

(4) The rules for the competitive examinations referred to in sub-rule (1) shall be as determined by regulations made by the Ministry of Home Affairs and the allotment of the candidates from the results of such examinations to each cadre shall be made by the Commission.

13. Power to make temporary appointments against substantive vacancies.—A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade, until it is filled in accordance with the provisions governing permanent appointments.

14. Probation.—(1) Every direct recruit to Grade II of the Service shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person shall, when first appointed to Grade I of the Service be on 'trial' for a period of two years from the date of such appointment.

(3) The period of probation or trial specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation or trial shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officer, exceed one year.

(4) During probation or trial, a member of the Service may be required to undergo such training and to pass such tests as the Ministry of Home Affairs may from time to time prescribe.

15. Confirmation of probationers.—(1) When a member of the Service appointed to a Grade on probation or on trial has passed the prescribed tests and has completed his probation or trial to the satisfaction of the appointing authority, he shall be eligible to be substantively appointed or continued therein, as the case may be, in accordance with the provisions of rule 11 or rule 12.

(2) When a probationer in Grade II has passed the prescribed tests and has completed his probation to the satisfaction of the appointing authority, he shall be eligible for confirmation in that Grade. Until a probationer is confirmed under this rule or is discharged or reverted under the provisions of rule 16, he shall continue to have the status of a probationer.

16. Discharge or reversion of Probationers.—(1) An officer appointed to Grade II of the Service who has no lien on any post under the Central Government or any State Government shall, while on probation, be liable to be discharged from the Service at any time without notice, if—

(i) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the service; or

(ii) if on the receipt of any information relating to his nationality, age, health or antecedents, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) An officer appointed to Grade II of the Service who holds a lien on a post under the Central Government or any State Government may, while on probation, be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) An officer appointed to Grade II of the Service who is not considered suitable for confirmation or continuance in the Grade, as the case may be, during or at the end of the period of probation prescribed in sub-rule (1) of rule 14 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

(4) A member of the Service on 'trial' in Grade I who is not considered suitable for continuance in that Grade during or at the end of the period of trial prescribed in sub-rule (2) of rule 14 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to Grade II.

17. **Seniority.**—(1) The relative seniority of members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day:

Provided that, if the seniority of any such officer had not been specifically determined before that day, it shall be as determined by the Ministry of Home Affairs.

(2) All permanent officers included in the initial constitution of a Grade under rule 7 shall rank senior to all persons substantively appointed to that Grade with effect from any date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade after that day.

(3) Except as provided in sub-rules (4) and (5), the seniority of persons appointed to Grades I and II of the Service after the appointed day shall be determined in the following manner, namely:—

I—GRADE I

(i) *Permanent Officers.*—The seniority *inter se* of Officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade.

(ii) *Temporary Officers.*—Persons appointed to the Grade after the appointed day shall rank *inter se* in the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

II—GRADE II

(i) *Permanent Officers.*—The seniority *inter se* of officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade. Direct recruits appointed against substantive vacancies reserved for direct recruitment in any cadre shall, however, rank *inter se* according to the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

(ii) *Temporary Officers.*—Persons appointed to the Grade after the appointed day shall rank *inter se* in the order of merit in which they are placed at the competitive examination on the results of which they are recruited; the recruits of an earlier examination being ranked senior to those of a later examination.

(4) All officers substantively appointed to a Grade shall rank senior to those holding temporary or officiating appointments in that Grade.

(5) The seniority of a member of the Service transferred from one cadre to another under the second proviso to sub-rule (1) of rule 11 or under rule 20 shall be determined in accordance with the regulations made by the Ministry of Home Affairs.

18. **Pay.**—The scales of pay attached to Grades I and II of the Service shall be as follows:—

Grade I—Rs. 350—25—650.

NOTE:—An officer of Grade II of the Service promoted to Grade I of the Service shall be allowed a minimum initial pay of Rs. 400/- in this scale.

Grade II—Rs. 210—10—270—15—300—E. B.—15—450—E. B.—20—530.

Provided that officers appointed to any Grade before 1st July, 1959, shall be entitled to draw pay in the scale of pay admissible to them in accordance with the provisions of the Central Civil Services (Revised Pay) Rules, 1960.

19. **Regulation of pay.**—(1) The pay and increments of officers of Grades I and II shall be regulated in accordance with the Fundamental Rules or other similar rules relating to pay for the time being in force.

(2) The pay of a probationer may, on his completing each year of probation to the satisfaction of the appointing authority and passing the prescribed tests, be raised by one stage in the time scale.

20. Inter-cadre transfers.—The Ministry of Home Affairs may transfer a cadre officer of any Grade from one cadre to another.

21. Constitution of new cadres.—(1) New cadres of the Service may be constituted after the appointed day, by—

- (i) splitting up an existing cadre into two or more cadres;
- (ii) combining two or more existing cadres into one; or
- (iii) combining staff drawn partly from two or more cadres.

(2) The authorised permanent strength and the permanent and temporary officers in each Grade in any new cadre constituted under sub-rule (1), as well as the relative seniority of these officers on such constitution, shall be as determined by the Ministry of Home Affairs.

(3) After a new cadre has been constituted under sub-rule (1) and its initial constitution determined under sub-rule (2), all the other provisions of these rules shall apply to such a cadre.

22. Regulations.—The Ministry of Home Affairs may make regulations, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient, for the purpose of giving effect to these rules.

23. Residuary matters.—In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Central Civil Services in general.

24. Removal of difficulties and power of Ministry of Home Affairs to act in special contingencies.—(1) The Ministry of Home Affairs may from time to time issue such general or special directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules.

(2) In the event of a large number of officers of any Grade being rendered surplus on account of reduction of establishment in, or the abolition of a cadre, or on account of any schemes of administrative reform or reorganisation, the Ministry of Home Affairs may issue special directives to the cadre authorities regarding the absorption of such surplus officers and the cadre authorities shall comply with such special directives.

25. Interpretation.—Where a doubt arises as to the interpretation of any of the provisions of these rules or the regulations made thereunder, the matter shall be referred to the Central Government whose decision thereon shall be final.

FIRST SCHEDULE

Names of the Ministries/Offices to whom the Central Secretariat Stenographers Service Rules, 1962, apply.

[See RULES 2(c), 2 (f) and 4]

Sl. No.	Ministry/Office	Other Offices to whom the Rules apply
(1)	(2)	(3)
I	Commerce & Industry (including Branch Secretariat, Bombay).	(i) All India Handicrafts Board. (ii) Chief Controller of Imports and Exports. (iii) Development Commissioner, Small Scale Industries. (iv) Development Wing. (v) Economic Adviser to the Government of India.

(1)	(2)	(3)
2	Department of Company Law Administration.	
3	Community Development, Panchayati Raj & Cooperation. (Department of Community Development & Panchayati Raj and the Department of Cooperation.)	
4	Defence.	
5	Education.	
6	Finance [Department of Expenditure (including Defence Division)].	
7	Finance (Department of Economic Affairs)	Department of Insurance, Simla.
8	Finance (Department of Revenue).	
9	Food & Agriculture (Department of Agriculture).	(i) Directorate of Economics & Statistics. (ii) Directorate of Marketing & Inspection, Nagpur. (iii) Directorate of Plant Protection, Quarantine & Storage. (iv) Indian Council of Agricultural Research.
10	Food & Agriculture (Department of Food)	Directorate of Sugar & Vanaspati.
11	Health	Directorate General of Health Services.
12	Home Affairs	(i) Cabinet Secretariat (Department of Cabinet Affairs). (ii) Cabinet Secretariat (Department of Statistics, excluding the Industrial Statistical Wing, Calcutta). (iii) Cabinet Secretariat (Department of Special Economic Co-ordination). (iv) Prime Minister's Secretariat. (v) Office of the Commissioner for Scheduled Castes & Scheduled Tribes. (vi) Directorate of Coordination (Police Wireless). (vii) Office of the Registrar General of India. (viii) Office of the Inspector General of Police, Special Police Establishment. (ix) Secretariat Training School.
13	Information & Broadcasting	(i) Directorate of Advertising & Visual Publicity. (ii) Directorate General, All India Radio. (iii) Press Information Bureau. (iv) Publications Division. (v) Office of the Registrar of Newspapers for India.
14	Irrigation & Power	(i) Central Water & Power Commission (Power Wing), Simla. (ii) Central Water & Power Commission (Water Wing), New Delhi.
15	Labour & Employment	(i) Office of the Chief Adviser, Factories. (ii) Office of the Chief Labour Commissioner. (Central), New Delhi. (iii) Directorate General, Employment & Training. (iv) Labour Bureau, Simla.
16	Law (Department of Legal Affairs and the Legislative Department).	
17	Mines & Fuel	

1	2	3
18	Scientific Research & Cultural Affairs	Office of the Director General of Archaeology.
19	Steel & Heavy Industries (Departments of Iron & Steel and Heavy Industries).	
20	Transport & Communications (Departments of Communications & Civil Aviation).	(i) Directorate General of Civil Aviation. (ii) Directorate General of Posts and Telegraphs.
21	Transport & Communications (Department of Transport).	
22	Works, Housing & Supply (Departments of Works, Housing and Supply and Rehabilitation).	(i) Office of the Chief Engineer, Central Public Works Department. (ii) Office of the Chief Controller of Printing & Stationery. (iii) Directorate General of Supplies & Disposals. (iv) Directorate of Estates. (v) National Buildings Organisation.
23	Planning Commission (including Programme Evaluation Organisation).	
24	Union Public Service Commission.	

SECOND SCHEDULE

[See RULE 3 (2)]

Duty posts included in Grade I of the Central Secretariat Stenographers Service.

1. All posts of First Personal Assistant to Ministers or Members, Planning Commission.
2. Personal Assistants to Prime Minister.
3. All posts of Private Secretary to Secretary/Special Secretary/Additional Secretary.
4. Private Secretary to Chairman, Krishna Godavari Commission (Ministry of Irrigation & Power).
5. Private Secretary to Chairman, Central Water & Power Commission.
6. Private Secretary to Attorney General.
7. Private Secretary to Chief Election Commissioner.
8. Private Secretary to Director General, Posts and Telegraphs.
9. Private Secretary to Chairman, Union Public Service Commission.
10. Typewriting Instructor, Secretariat Training School.

THIRD SCHEDULE

Authorised Permanent Strength of the two Grades of the Central Secretariat Stenographers Service in each cadre on the appointed day (See Rule 5(1)).

Cadre (1)	Authorised permanent strength	
	Grade I (2)	Grade II (3)
Ministry of Commerce & Industry	6	173
Department of Company Law Administration	1	13
Ministry of Community Development, Panchayati Raj & Co-operation	3	23
Ministry of Defence	4	48

(1)	(2)	(3)
Ministry of Education	2	36
Ministry of Finance (Expenditure including Defence Division)	5	123
Ministry of Finance (Economic Affairs)	3	38
Ministry of Finance (Revenue)	1	34
Department of Agriculture	4	77
Department of Food	2	47
Ministry of Health	2	52
Ministry of Home Affairs	14	114
Union Public Service Commission	1	22
Ministry of Information & Broadcasting	2	115
Ministry of Irrigation & Power	4	55
Ministry of Labour & Employment	3	38
Ministry of Law	5	40
Ministry of Mines & Fuel	2	27
Ministry of Scientific Research & Cultural Affairs	3	30
Ministry of Steel and Heavy Industries	3	12
Departments of Communications & Civil Aviation	1	113
Department of Transport	2	27
Ministry of Works Housing & Supply	2	143
Planning Commission	8	100

[No. 60/61-II-CS(A).]

G.S.R. 1308.—In exercise of the powers conferred by the proviso to article 309 of the Constitution and all other powers enabling him in this behalf, the President hereby makes the following rules, namely:—

1. **Short title and commencement.**—(1) These rules shall be called the Central Secretariat Clerical Service Rules, 1962.

(2) They shall come into force on the 1st November, 1962.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

(a) “appointing authority” in relation to any Grade means the authority empowered under the Central Civil Services (Classification, Control and Appeal) Rules, 1957, to make appointments to that Grade;

(b) “appointed day” means the date on which these rules come into force;

(c) “approved service” in relation to any Grade means the period or periods of service in that Grade rendered after selection, according to prescribed procedure, for long-term appointment to the Grade, and includes any period or periods during which an officer would have held a duty post in that Grade but for his being on leave or otherwise not being available for holding such post;

(d) “authorised permanent strength” in relation to any Grade of a cadre means the strength of permanent unspecified posts in that Grade and cadre against which substantive appointments may be made;

(e) “cadre” means the group of posts in the Upper Division and Lower Division Grades of the Service in any Ministry or office specified in column (2) of the First Schedule and in all the offices specified against it in column (3) of that Schedule;

(f) “cadre authority” in relation to any cadre means the Ministry or Office specified in respect of that cadre in column (2) of the First Schedule;

(g) “cadre officer” in relation to any Grade of the Service means a member of the Service of that Grade and includes a temporary officer approved for long term appointment to that Grade;

(h) “Commission” means the Union Public Service Commission;

(i) “direct recruit” means a person recruited to any Grade on the basis of a competitive examination, other than a departmental competitive examination held by the Commission;

(j) "duty post" in relation to any Grade means a permanent or temporary post of that Grade in any cadre;

(k) "Grade" means any of the Grades specified in rule 3;

(l) "long-term appointment" means appointment for an indefinite period as distinguished from a purely temporary or *ad hoc* appointment, like appointment against a leave or other local vacancy of a specified duration;

(m) "Ministry" means a Ministry in the Government of India and includes a Department of a Ministry or other office specified in column (2) of the First Schedule;

(n) "permanent officer" in relation to any Grade of the Service means a person who has been substantially appointed to a substantive vacancy in that Grade;

(o) "probationer" means a direct recruit appointed to the Lower Division Grade on probation in or against a substantive vacancy;

(p) "Schedule" means a Schedule to these rules;

(q) "Service" means the Central Secretariat Clerical Service;

(r) "Select List" means the Select List prepared under sub-rule (3) of rule 11;

(s) "temporary officer" in relation to any Grade means a person holding a temporary or officiating appointment in that Grade on the basis of his being regularly approved for such appointment.

3. Composition of the Service.—(1) There shall be two Grades in the Service, namely:—

(1) the Upper Division Grade; and

(2) the Lower Division Grade.

(2) The posts in both the Grades shall be non-gazetted posts classified as Central Civil Service, Class III—Ministerial

4. Constitution of separate cadres.—A separate cadre in respect of the two Grades of the Service shall be constituted for each Ministry or Office specified in column (2) of the First Schedule and all the offices specified against such Ministry or Office in column (3) of that Schedule, and officers of these Grades in each cadre shall be borne on a separate gradation list drawn up for that cadre.

5. Authorised permanent strength and temporary strength of the Service.—

(1) The authorised permanent strength of the two Grades of the Service in each cadre on the appointed day shall be as specified in the Second Schedule.

(2) After the appointed day, the authorised permanent strength of the two Grades in each cadre shall be such as may from time to time be determined by the Central Government.

(3) The cadre authority may make temporary additions to a cadre as it may deem necessary from time to time.

6. Exclusion of duty posts from the Cadre.—Any duty post in a Grade may be declared by the cadre authority with the concurrence of the Ministry of Home Affairs, to be excluded from the cadre—

(i) if such post is required, for the time being, to be filled by the appointment of persons possessing special or technical qualifications or experience; or

(ii) If it is necessary, for the time being, to fill such post by a person other than a cadre officer of the appropriate Grade and the post shall remain excluded from the cadre so long as such declaration remains in force.

7. Initial Constitution of each cadre.—The permanent and temporary officers of each Grade in each cadre on the appointed day shall be as determined by the Ministry of Home Affairs.

8. Posting of cadre officers.—Every cadre officer shall, unless he is on leave or otherwise not available for holding a duty post, be posted against a duty post of the appropriate Grade in the cadre.

9. Duty posts to be held by cadre officers.—Every duty post in a cadre shall, unless declared to be excluded from the cadre under rule 6 or held in abeyance for any reason, be held by a cadre officer of the appropriate Grade.

10. Substantive appointments in the Service.—All substantive appointments shall be made to the appropriate Grade of the Service and not against any specified duty post in that Grade.

11. Recruitment to the Upper Division Grade of the Service.—(1) Substantive vacancies in the Upper Division Grade of the Service in any cadre shall be filled by the substantive appointments of persons included in the Select List for the Grade in that cadre, such appointments being made in the order of seniority in the Select List except when, for reasons to be recorded in writing, a person is not considered fit for such appointment in his turn.

(2) Temporary vacancies in the Upper Division Grade in any cadre shall be filled by the appointment of persons included in the Select List for the Grade in that cadre. Any vacancies remaining unfilled thereafter shall be filled by the temporary promotion on the basis of seniority subject to the rejection of the unfit, of permanent officers of the Lower Division Grade in that cadre who have rendered not less than eight years' approved service in the Grade. Such promotions shall be terminated when persons included in the Select List for the Upper Division Grade become available to fill the vacancies:

Provided that, if any person appointed to the Lower Division Grade before the appointed day is considered for promotion to the Upper Division Grade in any cadre in accordance with the provisions of this sub-rule, all persons senior to him in the Lower Division Grade in that cadre shall, also be so considered notwithstanding that they may not have rendered eight years' approved service in that Grade.

Provided further that, if officers with the prescribed minimum length of approved service or those eligible to be considered for promotion under the first proviso, are not available for promotion in a cadre, the appointments shall be made from a panel furnished by the Ministry of Home Affairs, of such persons serving in the other cadres.

(3) For the purpose of this rule, a Select List shall be prepared and may be revised from time to time. The procedure for preparing and revising the Select List shall be as set out in the Third Schedule.

(4) The length of approved service for promotion to the Upper Division Grade prescribed in sub-rule (2), may be reviewed by the Ministry of Home Affairs once every three years and revised if found necessary.

12. Recruitment to the Lower Division Grade of the Service.—(1) Vacancies in the Lower Division Grade shall be filled by direct recruitment on the basis of competitive examinations held for the purpose by the Commission.

(2) The Central Government may by order specify the number of vacancies in the Lower Division Grade of the Service to be filled permanently or temporarily on the results of any examination referred to in sub-rule (1).

(3) Substantive appointments to substantive vacancies in the Grade other than those to be permanently filled in pursuance of any order made under sub-rule (2) shall, in the first instance, be made from among the temporary officers of the Grade who have either passed the typewriting test for this Grade held by the Commission or have been specifically exempted therefrom in consultation with the Ministry of Home Affairs; and shall thereafter, if any vacancies are left unfilled, be made from among the remaining temporary officers of the Grade. The appointments shall in either case be made in the order of seniority of the temporary officers except when, for reasons to be recorded in writing a person is not considered fit for substantive appointment in his turn.

(4) The rules for the competitive examinations referred to in sub-rule (1) shall be as determined by regulations made by the Ministry of Home Affairs and the allotment of candidates from the results of such examinations to each cadre shall be made by the Commission.

13. Power to make temporary appointments against substantive vacancies.—A substantive vacancy may be filled temporarily in accordance with the provisions governing appointments to temporary vacancies in the relevant Grade

until it is filled in accordance with the provisions governing permanent appointments.

14. Probation.—(1) Every direct recruit to the Lower Division Grade of the Service shall initially be appointed on probation, the period of probation being two years from the date of appointment.

(2) Every person shall, when first appointed to the Upper Division Grade, be on 'trial' for a period of two years from the date of appointment.

(3) The period of probation or trial specified in sub-rules (1) and (2) may, if the appointing authority deems fit, be extended or curtailed in any case, but the total period of extension of probation or trial shall not, save where it is necessary by reason of any departmental or legal proceedings pending against the officers, exceed one year.

(4) During probation or trial, a member of the Service may be required to undergo such training and to pass such tests as the Ministry of Home Affairs may from time to time prescribe.

15. Confirmation of probationers.—(1) When a member of the Service appointed to a Grade on probation or on trial has passed the prescribed tests, and has completed his probation or trial to the satisfaction of the appointing authority, he shall be eligible to be substantively appointed or continued therein, as the case may be, in accordance with the provisions of rule 11, or rule 12.

(2) When a probationer in the Lower Division Grade has passed the prescribed tests and also completed his probation to the satisfaction of the appointing authority, he shall be eligible for confirmation in that Grade. Until a probationer is confirmed under this rule or is discharged or reverted under the provisions of rule 16, he shall continue to have the status of a probationer.

16. Discharge or reversion of probationers.—(1) An officer appointed to the Lower Division Grade of the Service who has no lien on any post under the Central Government or any State Government shall, while on probation, be liable to be discharged from the Service at any time without notice, if—

(i) on the basis of his performance or conduct during probation, he is considered unfit for further retention in the Service; or

(ii) if on the receipt of any information relating to his nationality, age, health, or antecedents, the appointing authority is satisfied that he is ineligible or otherwise unfit for being a member of the Service.

(2) An officer appointed to the Lower Division Grade of the Service who holds a lien on a post under the Central Government or any State Government may, while on probation be reverted to such post at any time in any of the circumstances specified in sub-rule (1).

(3) An officer appointed to the Lower Division Grade of the Service who is not considered suitable for confirmation or continuance in the Grade, as the case may be, during or at the end of the period of probation prescribed in sub-rule (1) of rule 14 or at the end of the extended period of probation, if any, under sub-rule (3) of that rule, shall be, discharged or reverted in accordance with sub-rule (1) or sub-rule (2), as the case may be.

(4) A member of the Service on trial in the Upper Division Grade who is not considered suitable for continuance in that Grade during or at the end of the period of trial prescribed in sub-rule (2) of rule 14 or the extended period, if any, under sub-rule (3) of that rule, shall be reverted to the Lower Division Grade.

17. Seniority.—(1) The relative seniority of members of the Service appointed to any Grade before the appointed day shall be regulated by their relative seniority as determined before that day:

Provided that if the seniority of any such officer had not been specifically determined before the appointed day, it shall be as determined by the Ministry of Home Affairs.

(2) All permanent officers included in the initial constitution of a Grade under rule 7 shall rank senior to all persons substantively appointed to that Grade with effect from a date after the appointed day, and all temporary officers included in the initial constitution of a Grade under that rule shall rank senior to all temporary officers appointed to that Grade after the appointed day.

(3) Except as provided in sub-rules (4) and (5), the seniority of persons appointed to the two Grades of the Service after the appointed day shall be determined in the following manner, namely:—

I. UPPER DIVISION GRADE

(i) *Permanent Officers.*—The seniority *inter se* of officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade.

(ii) *Temporary Officers.*—The seniority *inter se* of temporary officers appointed to the Grade after the appointed day shall be regulated as follows namely:—

- (a) Persons included in the Select List for the Grade shall rank senior *en bloc* to those not included in the Select List.
- (b) The seniority *inter se* of persons included in the Select List shall be in the order in which their names are included in the Select List.
- (c) The seniority *inter se* of persons not included in the Select List shall be regulated by the order in which they are approved for long-term appointment to the Grade.

II. LOWER DIVISION GRADE

(i) *Permanent Officers.*—The seniority *inter se* of officers substantively appointed to the Grade after the appointed day shall be regulated by the order in which they are so appointed to the Grade. Direct recruits appointed against substantive vacancies reserved for direct recruitment in any cadre shall, however, rank *inter se* according to the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

(ii) *Temporary Officers.*—Persons appointed to the Grade after the appointed day shall rank *inter se* in the order of merit in which they are placed at the competitive examination on the results of which they are recruited, the recruits of an earlier examination being ranked senior to those of a later examination.

(4) All officers substantively appointed to a Grade shall rank senior to those holding temporary or officiating appointments in that Grade.

(5) The seniority of a member of the Service transferred from one cadre to another under the second proviso to sub-rule (2) of rule 11 or under rule 20 shall be determined in accordance with the regulations made by the Ministry of Home Affairs.

18. **Pay.**—The scales of pay attached to the two Grades of the Service shall be as follows, namely:—

- (i) Upper Division Grade—Rs. 130-5-160-8-200-EB-8-256-EB-8-280.
- (ii) Lower Division Grade—Rs. 110-3-131-4-155-EB-4-175-5-180.

Provided that officers appointed to any Grade before 1st July, 1959, shall be entitled to draw pay in the scale of pay admissible to them in accordance with the provisions of the Central Civil Services (Revised Pay) Rules, 1960.

19. **Regulation of pay.**—(1) The pay and increments of officers of the two Grades shall be regulated in accordance with the Fundamental Rule or other similar rules relating to pay for the time being in force.

(2) The pay of a probationer may, on his completing each year of probation to the satisfaction of the appointing authority and passing the prescribed periodical tests, be raised by one stage in the time scale.

20. **Inter-cadre transfers.**—The Ministry of Home Affairs may transfer a cadre officer of any Grade from one cadre to another.

21. **Constitution of new cadres.**—(1) New cadres of the Service may be constituted after the appointed day, by—

- (i) splitting up an existing cadre into two or more cadres;
- (ii) combining two or more existing cadres into one; or
- (iii) combining staff drawn partly from two or more cadres.

(2) The authorised permanent strength and the permanent and temporary officers in each Grade in any new cadre constituted under sub-rule (1), as well as the relative seniority of these officers on such constitution, shall be as determined by the Ministry of Home Affairs.

(3) After a new cadre has been constituted under sub-rule (1) and its initial constitution determined under sub-rule (2), all the other provisions of these rules shall apply to such a cadre.

22. Regulations.—The Ministry of Home Affairs may make regulations, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

23. Residuary matters.—In regard to matters not specifically covered by these rules or by regulations or orders made or issued thereunder, or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to the Central Civil Services in general.

24. Removal of difficulties and power of the Ministry of Home Affairs to act in special contingencies.—(1) The Ministry of Home Affairs may from time to time issue such general or special directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules.

(2) In the event of a large number of officers of any Grade being rendered surplus on account of reduction of establishment in, or the abolition of a cadre, or on account of any schemes of administrative reform or reorganisation, the Ministry of Home Affairs may issue special directives to the cadre authorities regarding the absorption of such surplus officers and the cadre authorities shall comply with such special directives.

25. Interpretation.—Where a doubt arises as to the interpretation of any of the provisions of these rules, or the regulations made thereunder, the matter shall be referred to the Central Government whose decision thereon shall be final.

IRST SCHEDULE

Names of the Ministries/Offices to whom the Central Secretariat Clerical Service Rules, 1962 apply.

[See RULES 2 (c), 2 (f) AND 4]

Sl. No.	Ministry/Office	Other Offices to whom the Rules apply
(1)	(2)	(3)
1.	Commerce & Industry (including Branch Secretariat, Bombay.	(i) All India Handicrafts Board. (ii) Chief Controller of Imports & Exports. (iii) Development Commissioner, Small Scale Industries. (iv) Development Wing. (v) Economic Adviser to the Govt. of India.
2.	Department of Company Law Administration.	
3.	Community Development, Panchayati Raj & Cooperation (Department of Community Development & Panchayati Raj and the Department of Cooperation).	
4.	Defence.	
5.	Education.	
6.	Finance (Department of Expenditure [including Defence Division])	
7.	Finance (Department of Economic Affairs). Department of Insurance. Simla.	
8.	Finance (Department of Revenue).	

1	2	3
9. Food & Agriculture (Department of Agriculture).	(i) Directorate of Economic & Statistics. (ii) Directorate of Marketing & Inspection, Nagpur. (iii) Directorate of Plant Protection, Quarantine & Storage. (iv) Indian Council of Agricultural Research	Directorate of Sugar Vanaspati.
10. Food & Agriculture (Department of Food.	Directorate General of Health Services.	
11. Health.	(i) Cabinet Secretariat (Department of Cabinet Affairs).	
12. Home Affairs.	(ii) Cabinet Secretariat (Department of Statistics, excluding the Industrial Statistical Wing, Calcutta).	
	(iii) Cabinet Secretariat (Department of Special Economic Co-ordination).	
	(iv) Prime Minister's Secretariat.	
	(v) Office of the Commissioner for Scheduled Castes & Scheduled Tribes.	
	(vi) Directorate of Coordination (Police Wireless).	
	(vii) Office of the Registrar General of India.	
	(viii) Office of the Inspector General of Police, Special Police Establishment.	
	(ix) Secretariat Training School.	
13. Information & Broadcasting.	(i) Directorate of Advertising & Visual Publicity.	
	(ii) Directorate General, All India Radio.	
	(iii) Press Information Bureau.	
	(iv) Publications Division.	
	(v) Office of the Registrar of Newspapers for India.	
14. Irrigation & Power.	(i) Central Water & Power Commission (Power Wing), Simla.	
	(ii) Central Water & Power Commission (Water Wing), New Delhi.	
15. Labour & Employment.	(i) Office of the Chief Adviser, Factories.	
	(ii) Office of the Chief Labour Commissioner (Central), New Delhi.	
	(iii) Directorate General, Employment & Training.	
	(iv) Labour Bureau, Simla.	
16. Law (Department of Legal Affairs and the Legislative Department).		
17. Mines & Fuel.		
18. Scientific Research & Cultural Affairs.	Office of the Director General of Archaeology	
19. Steel & Heavy Industries (Departments of Iron & Steel and Heavy Industries).		
20. Transport & Communications (Departments of Communications & Civil Aviation).	(i) Directorate General of Civil Aviation.	
21. Transport & Communications (Department of Transport).	(ii) Directorate General of Posts & Telegraphs.	
22. Works, Housing & Supply (Departments of Works, Housing & Supply and Rehabilitation).	(i) Office of the Chief Engineer, Central Public Works Department.	
	(ii) Office of the Chief Controller of Printing & Stationery.	
	(iii) Directorate General of Supplies & Disposals.	
	(iv) Directorate of Estates.	
	(v) National buildings, Organisation.	
23. Planning Commission (including Programme Evaluation Organisation).		
24. Union Public Service Commission.		

SECOND SCHEDULE

Authorised Permanent Strength of the two Grades of the Central Secretariat Clerical Service in each cadre on the appointed day [See rule 5 (1)].

Cadre	Authorised Permanent Strength	
	Upper Division Grade	Lower Division Grade
Ministry of Commerce & Industry	370	968
Department of Company Law Administration	7	60
Ministry of Community Development, Panchayati Raj & Co-operation	13	92
Ministry of Defence	61	216
Ministry of Education	25	189
Ministry of Finance (Expenditure including Defence Division)	78	411
Ministry of Finance (Economic Affairs)	39	243
Ministry of Finance (Revenue)	29	201
Department of Agriculture	95	275
Department of Food	77	294
Ministry of Health	106	270
Ministry of Home Affairs	175	658
Union Public Service Commission	27	158
Ministry of Information & Broadcasting	90	465
Ministry of Irrigation & Power	97	328
Ministry of Labour & Employment	72	248
Ministry of Law	10	72
Ministry of Mines & Fuel	25	100
Ministry of Scientific Research & Cultural Affairs	48	158
Ministry of Steel & Heavy Industries	18	56
Departments of Communications & Civil Aviation	227	426
Department of Transport	37	144
Ministry of Works, Housing & Supply	527	1355
Planning Commission	47	213

THIRD SCHEDULE

[See RULE 11(3).]

Regulations for the constitution and revision of the Select List for the Upper Division Grade of the Central Secretariat Clerical Service.

1. **Constitution.**—The Select List for the Upper Division Grade in each cadre on its initial constitution under rule 7 shall be determined by the Ministry of Home Affairs.

2. **Maintenance.**—(1) Subject to the provisions of clause (2) of this regulation, additions to the Select List in any cadre after its constitution under regulation 1 shall be made in such numbers as the cadre authority may determine, from time to time, keeping in view the existing and anticipated vacancies, and in equal proportions from—

(a) Permanent officers of the Lower Division Grade in that cadre who have rendered not less than eight years' approved service in the Grade, in the order of their seniority in that Grade subject to the rejection of the unfit; and

(b) members of the Lower Division Grade selected on the results of the limited departmental competitive examinations held by the Commission for this purpose from time to time, in the order of their merit,

Persons of the two categories referred to above shall be included in the Select List by taking alternately one person from category (a) and the other from category (b) above, and so on, in that order.

(2) Until the results of the first limited departmental competitive examination referred to in the preceding clause are announced, additions to the Select List for the Upper Division Grade may, to the extent existing vacancies in any cadre necessitate this, be made by the cadre authority from amongst permanent officers of the

Lower Division Grade in that cadre who have rendered not less than eight years' approved service in that Grade, in the order of their seniority subject to the rejection of the unfit.

(3) The rules for the limited departmental competitive examination referred to in clause (1), shall be as determined by the Ministry of Home Affairs, and the allotment of candidates from the results of this examination to the various cadres shall be made by the Commission.

3. Seniority.—(1) Officers included in the Select List for the Grade constituted under regulation 1 shall be senior to those included therein after such constitution.

(2) Officers included in the Select List under regulation 2 shall rank *inter se* in the order in which they are included in the Select List.

4. Removal of names from the Select List.—(1) Subject to the exceptions made under clause (3) of this regulation, an officer included in the Select List for the Grade shall continue to be included in such list till he is substantively appointed to that Grade.

(2) Officers included in the Select List for the Grade who cannot be appointed to that Grade or who are reverted therefrom for want of vacancies will continue to be included in such List and retain the seniority assigned to them in the Select List.

(3) The names of persons of the following categories shall be removed from the Select List—

- (a) persons substantively appointed to the Grade;
- (b) persons transferred to another Service or post;
- (c) persons who die or retire from service or whose services are otherwise terminated; and
- (d) (i) persons officiating in the Upper Division Grade beyond period of trial specified in rule 14, who are reverted therefrom as a result of a departmental enquiry or proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1957; or
- (ii) persons who either during or at the end of the period of trial in the Upper Division Grade prescribed in rule 14, are reverted therefrom under sub-rule (4) of rule 16, on the ground of unfitness to continue in that Grade; or
- (iii) persons not yet promoted on trial to the Upper Division Grade, who on an annual review of the Select List are found, because of deterioration in their record and/or conduct since inclusion in the List, to have fallen below the required standard.

Provided that the removal of the name of a person in category (iii) mentioned above who has been included in the Select List on the results of the limited departmental competitive examination referred to in paragraph 2 shall be made in consultation with the Commission.

[No. 60/61-III-CS(A).]

MOHINDAR SINGH, Under Secy.